



Supplement: Profile Updates



Introduction

This supplement adds to the information provided in the [MyTravel Quick Start Guide for Travelers](#) and [MyTravel Quick Start Guide for Approvers](#). You can also find a wealth of introductory information in the vendor-created [User Guides and Demonstrations](#). If you are using an online version of this supplement, selecting the links in it will take you directly to other resources, though if needed, you'll find the applicable URLs at the very end of this guide.

Note: For best results, use the Chrome browser to access MyTravel.

When to Update Your Profile

You must update your profile:

1. When you log into [MyTravel](#) for the first time. The system provides an on-screen prompt for this update.
2. Per your Component guidelines. Your Component may prompt you to update your profile at regular intervals.
3. When key information (e.g., GTCC expiration date, email address) changes. You will not receive a prompt for this type of update.

How to Update Your Profile

Follow the steps below to update your MyTravel profile:

1. In the upper right corner of the [MyTravel home screen](#), is a **Profile** link (Figure 1). Select it, then select **Profile Settings**. The **Profile Options** screen (Figure 2) opens.

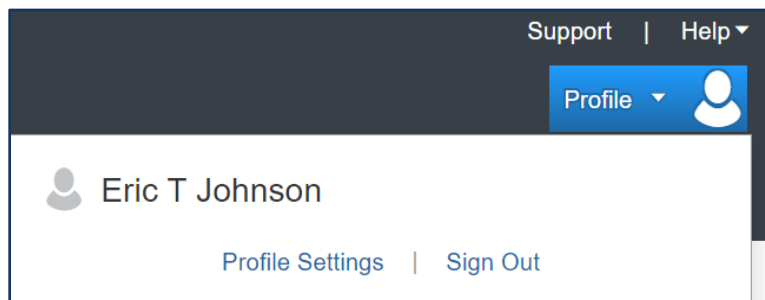


Figure 1: MyTravel Home Screen (Detail) with Profile Drop-Down Menu Open

How to Update Your Profile (continued)

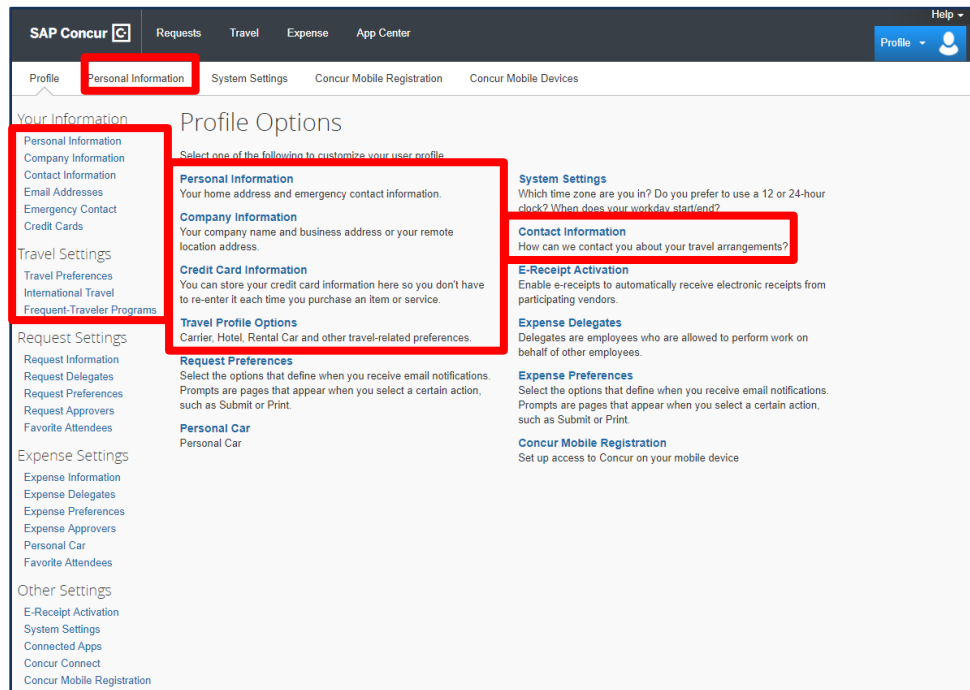


Figure 2: Profile Options Screen

2. Select any link on the **Profile Options** screen. The link you select determines which screen opens next. To see the possible paths and editable options at the end of each path, see the **Profile Contents** section of this supplement.
3. **Note:** Not every link leads to a different screen. For example, selecting any of the links contained within the red highlights in Figure 2 opens the **My Profile – Personal Information** screen.
4. Update (add, remove, edit) all fields you need to change. **Note:** Required fields are marked **[Required]** or **[Required**]**. If a field is grayed-out, you don't have permissions to change that information.
5. Select **Save**. **Note:** Some profile screens contain multiple **Save** buttons. These buttons are not specific to a profile section. All available **Save** buttons save the full screen.

Profile Contents

Tables 1 and 2 show the general content of your profile, and the path to changing information in it. They do not attempt to list every available item. Rather, they summarize the data. We highly encourage you to explore your profile to discover all the available options.

**Profile
Contents
(continued)**

Table 1: Links on Profile Options (Profile Home) Screen

Select This Link	Where?	To Find These Editable Options Or Perform These Actions:
Profile	T	None; Opens Profile Options screen
Personal Info	T, L, M	Opens the My Profile – Personal Info screen (see Table 2); may open directly on a specific section or at the top of the screen, depending on which link you choose
Company Info	L, M	
Contact Info	L, M	
Email Addresses	L	
Emergency Contact	L	
Credit Cards/Credit Card Info	L, M	
Travel Preferences	L	
International Travel	L	
Frequent-Traveler Program	L	
Request Information	L	Default request header info
Request Delegates	L	Who can create requests for you
Request Preferences	L, M	When the system sends you email
Request Approvers	L	Who can approve your requests
Favorite Attendees	L (2x)	Not used by DoD
Expense Info	L	Default expense header info
Expense Delegates	L, M	Who can create expense reports for you
Expense Approvers	L	Who can approve your expense reports
Personal Car	L, M	Add a POV (car, motorcycle, plane) to your profile
E-Receipt Activation	L, M	Turn on the E-receipt option
System Settings	T, L, M	Formats for time, calendar, etc.
Connected Apps	L	List of apps connected to MyTravel
Concur Connect	L	Connect apps to MyTravel
Concur Mobile Registration	T, L, M	Get the mobile app for your device
Travel Profile Options	M	Links to My Profile - Personal Info
T = Link in bar at top of screen, L = Link in left column, M = Link in main portion of screen		

***Note:** Activating E-receipts allows participating vendors to upload electronic receipts directly to your MyTravel account, eliminating the potential to lose those receipts.

Profile Contents (continued)

Table 2: My Profile – Personal Information Screen Options

Section	Fillable / Selectable Fields
Name	Your title, first, middle, last, nickname, suffix
Company Info*	ID#, job title, Component, grade/rank, civilian or military
Work address	Company name* and mailing address
Home address	Your mailing address
Contact Info	Phone, fax, pager, mobile numbers
Email Addresses	Up to 3 email addresses and verification options
Emerg. Contact	Name, relationship, contact info
Travel Preferences	Air / hotel / rental car options, loyalty programs, TSA PreCheck, flight refund credits
Int'l Travel	Passport and visa information
Credit cards	GTCC account data
*Information you cannot change	

Note: Your profile does not contain electronic funds transfer (EFT) information for your personal bank account. The finance system sends all payments due to you (vs. those due to the GTCC vendor) to the same bank account that receives your salary payments.

Additional Resources

The items on this list provide the URLs for additional information you may find useful. Some of them are mentioned elsewhere in this guide.

1. Vendor-created User Guides and Demonstrations
<https://www.concurtraining.com/toolkit/en/expense/end-user/ui02>
2. MyTravel direct link
<https://dodtravel.concursolutions.com>

In addition, you can find many helpful user guides and other informational papers:

- On the DTMO website's **MyTravel** screen at
<https://www.defensetravel.dod.mil/site/mytravel.cfm>
- By logging onto MyTravel at the link in #2 above, then selecting **Help** in the upper right corner of the screen, then **Training** on the drop-down menu.